CBRE/SAQML Meeting
9am, 9th November 2018
Mal Maison Hotel

Present

CBRE – Andrew Llewellyn
SAQML – Louise Richley, Chris Suddes

Minutes

1. Control of Building – CBRE agree with the legal opinion sought by SAQML that SAQML are responsible for the overall management and provision of services throughout the building St Ann's Quay. Until now, CBRE have controlled this despite the lease clauses. The Freeholder does not want to be seen to have lost all control and still retains responsibility for the commercial tenants and the service areas that serve the commercial tenants exclusively.

   Moving forward, SAQML will effectively become the supplier of the required building services and invoice CBRE for necessary expenditure, e.g. recent roof repairs. The new arrangement will be effective after the financial year end of 31st December 2018. The latest management invoice raised by CBRE for Q1 2019 is to be 'parked' for now. All parties agreed to keep supplier relationships as smooth as possible. The Freeholder will continue to be responsible for the building insurance but key responsibilities that will move to SAQML include;

   - Fire Alarm
   - Water Pumps
   - Emergency Lighting
   - Risk Assessments
   - Access Requirements

   (This list is not exhaustive and will be added to as required).

   Actions **AL to send supplier forms to SAQML**

   CS to send one consolidated invoice to AL for works completed to date

2. Historic Disputed CBRE Charges – SAQML continue to follow legal advice that previously disputed charges are not payable. AL agreed this was still for CBRE to resolve and potentially write off disputed sums.

   Actions AL to confirm

3. Potential Freeholder Sale – AL confirmed that M&F are potentially interested in selling the Freehold but it is unlikely until the commercial units are fully let out and all service issues are resolved.

   Action AL to advise SAQML when Freeholder is ready to sell and offer SAQML the opportunity to investigate funding a direct purchase

4. Cladding – AL updated all that the recent survey of the cladding undertaken by CBRE was inconclusive and an expert has advised further investigation into the insulation.

   Actions AL to continue with investigations and report back

5. Zurich Claim - LR provided an update on the current legal action being taken against Zurich. A pre-action letter has been ignored to date and SAQML have instructed solicitors to file the case with the court for a claim value of £1m.

   Actions LR to advise as the process continues

6. Apleona Car Park Arrears – A high proportion of leaseholders have accrued significant arrears in respect to car parking charges. The total amounts to £14,887 currently. CBRE are unable to pay Apleona in turn.

   Action LR to place notices on notice boards and assist where possible. CS to update website.

7. Estate Charge – Discussion was had about whether SAQML can charge leaseholders direct for the estate charge and pay Apleona direct. Currently there is no legal mechanism available to do this.

   Action AL to contact Apleona and explore a legal mechanism to change arrangement

Meeting closed at 10am